



**VACANCY ANNOUNCEMENT
U.S. Department of State**

**U.S. Mission Tegucigalpa
Announcement No: ST-FMA-30-16**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: INL Vetting Assistant

OPENING DATE: July 12, 2016

CLOSING DATE: Open Until Filled

WORK HOURS: Full-time 40 hours/week

SALARY: Not-Ordinarily Resident (NOR): FP-6/1 \$46,093 (annual salary)
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK PERMIT OR DOCUMENTATION THAT PERMITS THE APPLICANT TO WORK LEGALLY IN THE COUNTRY IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Tegucigalpa, Honduras is seeking eligible and qualified applicants for the position of INL Vetting Assistant. **The candidate must be able to obtain and hold a Secret Level security clearance.**

BASIC FUNCTION OF POSITION:

The INL Vetting Assistant is responsible for coordinating human rights and other vetting in accordance with U.S. law (in particular the Leahy Amendment), Department of State, INL, and Post guidelines. The incumbent will coordinate with the Political Section and will develop vetting policies and procedures. The incumbent will be the primary point of contact for processing INL/H vetting requests. The INL Vetting Assistant will also assist INL-Honduras (INL/H) by coordinating support to TDY polygraph teams, will manage polygraph results, and will coordinate closely with appropriate sections at Post to ensure information obtained during polygraphs is imported appropriately into those agencies’ databases. The assistant will also have to interact with U.S. and international advisors to the Government of Honduras (GOH).

The incumbent may also assist the INL/H Director by interacting with GOH officials at the highest levels, including ministers, the President of the Supreme Court, and directors of various GOH agencies and offices to brief them on the vetting process. The INL Vetting Assistant will assist the INL/H Director by consulting with and coordinating with GOH employees at lower levels to schedule polygraphs and follow-up on other vetting related issues. The assistant will also assist in the management of Post's polygraph and vetting databases. The incumbent will be responsible for organizing his/her time with limited oversight from the Human Rights Officer and supervision from the INL/H Deputy Director.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Bachelor's Degree in Business Administration, Liberal Arts, or related areas is required.
- 2. EXPERIENCE:** Three years of professional work experience in administration and or database management is required.
- 3. LANGUAGE:** Level IV (Fluent) in English and level I (Rudimentary Knowledge) in Spanish is required.
- 4. SKILLS AND ABILITIES:** Incumbent must be able to work under tight deadlines and in a high-pressure environment. The incumbent must have demonstrated high levels of personal initiative, superior interpersonal skills, and be able to interact with multiple levels of contacts ranging from working level to senior level GOH officials within the Honduran National Police, Public Ministry, Ministry of Defense, and other GOH offices and agencies. The incumbent must be able to engage high-level U.S. government officials, including responding to correspondence regarding vetting from members of Congress. Superior English communication skills, both oral and written, are required. Must have good knowledge of Microsoft Office Program Applications such as Excel, database, Word, and PowerPoint.
- 5. JOB KNOWLEDGE:** Incumbent must be able to develop knowledge of the Leahy Law and other U.S. laws governing vetting requirements and Department of State regulations.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be requested to hrot3@state.gov and/or by contacting the Human Resources Office POC Maria Marta Young at 2236-9320 Ext. 4295.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be

considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold the following: **Secret Level Security Clearance.**
6. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <http://honduras.usembassy.gov/vacancies.html> or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office: Maria Marta Young
Mailing Address: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.
E-mail Address: hrot3@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital

status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.